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WAR FOOD ADMINISTRATION  
Office of Distribution  
Washington 25, D. C.

April 12, 1944

CHEESE GRADERS' MEMORANDUM NO. 18

To: Cheese Supervisors and Graders

From: B. J. Ommundt, Senior Marketing Specialist, Inspection and Grading Division, Dairy and Poultry Branch

Subject: Procedure to be Followed in Grading, Weighing, and Preparation of Graders Memoranda and Certificates Covering Natural Cheddar Cheese Offered for Sale to DPMA

This memorandum is issued to consolidate and bring up to date all previous instructions covering cheese offered for sale to DPMA, therefore, effective immediately, the instructions contained herein shall supersede all previous instructions and shall be fully adhered to in order to maintain uniformity in procedure.

**MANIFEST AND MOISTURE LIST** - The grader shall obtain from the vendor a complete manifest showing vat numbers, number of boxes and moisture test for each vat. This applies to cheese sold on both dry and standard basis. In addition, the vendor shall furnish certified moisture reports in triplicate, for each carlot, to the office typing the certificate. However, in case of cheese sold on a standard basis and the factory or vendor is not equipped to test each vat for moisture, the grader may accept a certified statement from the vendor that no vat in that lot exceeds the legal standard of 39.0% moisture.

**SELECTING SAMPLES** - The grader should select one sample from each vat in the carlot for grading and weighing. In the event the cheese is stored in a public warehouse, an employee of the warehouse may be designated to select the samples. Occasionally the grader should spot check by selecting additional samples from the lot.

**GRADING AND SAMPLING FOR MOISTURE** - The cheese shall not be less than 10 days old at time of grading and shall be in proper condition for grading, and graded in accordance with the United States standards. The U. S. grade may be designated in terms of U. S.: No. 1 etc. or letter grades, but preferably letter grades. Cheese shall not be graded or accepted that is less than 10 days old at time of grading; for example, cheese manufactured on March 10 would be 10 days old and eligible for grading on March 20. U. S. Grades A and B may be accepted for delivery in the same carlot. In such instances, cheese grading below B should be shown on the certificate as "rejects". Grade C cheese will be purchased by DPMA in straight carlots only and on a standard basis. In cases where Grade C cheese is offered in straight carlots, any vats grading below C should be shown on the certificates as "rejects". In either case, when rejects are encountered, such vats shall be listed on the graders' memoranda individually, and the total number of vats rejected and total number of boxes are to be shown on the certificate.

Samples from each vat for moisture determination should be taken with a regulation trier and vary in proportion to the poundage of the cheese in each vat. The cheese should be sampled about 1/2 way between the outside edge and center. Break off approximately 1-1/2 inch from the top of the plug, replace, and seal with wax. From the remainder of the plug (top part) take moisture sample which should vary in length according to the poundage of the vat (suggest sample be taken on basis of 1-1/2 inch plug for each 10 boxes in vat). In case of large vats, it may be necessary to take two samples for a vat. When a carlot contains both Grade A and B cheese, samples from both should be included in the same can for composite analysis.

Sample cans shall be one quart size and shall be well insulated and packed in suitable fibre container. In warmweather samples must be precooled prior to shipment. During extreme hot weather and transit time is in excess of 24 hours, samples should be packed with dry ice, all shipping charges to be prepaid by vendor. If shipped by parcel post, indicate zone number.

Requests for resampling for moisture tests will be handled on the basis of special instructions at time of request.

Vats of cheese showing over 39.0% moisture on vendor's certified moisture report shall not be graded or accepted by the grader.

WEIGHING PROCEDURE - Before making test weights, the scales should be tested for accuracy by the use of a test-check weight.

Weight tests should be made by weighing one cheddar or its equivalent if smaller types, from each vat.

If the test weight of the cheese equals or exceeds the marked weight, record test weight as "OK". If the test weight is below the marked weight, read scales at the next lower 1/4, 1/2, 3/4, or full pound and record test weight as "1/2 on one", or as the case may be. Compute shortages by multiplying shortage per box by the number of boxes in the vat. Marked and net weight of each vat shall be recorded in full pounds and fractions of pounds, if any. Total weight of carlot or recapitulation of grades within a carlot shall be shown on the certificate in full pounds or fractions of pounds, if any.

TYPE OF CONTAINER - All cheese shall be packaged in accordance with specifications set forth in FSC-1714-B or in future revisions of the container specifications. The grader should indicate type, new or used, condition, and if wire strapped for export. Also it is the duty of the grader to check boxes carefully to see that they meet the specifications, including nailing, kind, measurements, and condition of lumber. In the event of variation from contract requirements and a question of acceptability arises, the vendor or grader should contact DPMA, at vendor's expense, to ascertain if exception will be granted.

In the event cheese is to be transferred from old to new boxes after grading, this work should be under supervision of the grader. In case it is not possible for the grader to supervise the repackaging, the vendor may transfer the cheese with the understanding that the grader will make a spot check before loading is permitted. The time spent by the grader in supervising the repackaging or spot checking will be at the expense of the vendor. The covering

certificate should not be released until it is determined by the grader that the repackaging has been completed and properly done, including proper marking of the new packages.

In cases where the boxes are not wire strapped at the time of grading but are to be wire strapped before loading or storing, this information should be recorded on the graders memoranda and on the certificate. In cases where part of the boxes in a carlot have been wire strapped, this information should also be given on the certificate.

Scale boards are required next to top and bottom and preferably two between each individual cheese. In the event any scale boards are missing at the time of grading, the certificate should not be released until all scale boards are provided.

**MARKING CONTAINERS AND CHEESE** - The cheese shall be marked with name or factory number, date of manufacture, vat number, name of product (cheddar cheese), and name of state where manufactured (OPA requirement). Containers shall be clearly stencilled or stamped on one side with the name of product, net weight, vendor's name and address, date of manufacture, vat number, lot number, and whether the cheese is white or colored. Square boxes should be marked on the top with the legend "Stow this side up". Lead pencil markings are not acceptable.

The statement of the box maker, guaranteeing the containers to meet cheese container specifications FSC-1714-B, for the specific type of box shall be shown on the container. Any deviation should be noted on the graders memoranda and certificate.

Each carlot of cheese shall be assigned a USDA or FDA lot number. When the cheese is stored in a public warehouse, it will only be necessary to stamp samples. When the cheese is held in a plant or private warehouse, each individual box in the lot should be stamped with a USDA or FDA lot number, if at all possible. Samples shall be stamped with a special stamp bearing the word "sample", and the vendor should be instructed to load samples in the doorway of the car.

The contract number and such additional legend as may be required by DPMA may be stencilled on the containers after grading. However, the contract number should be shown on the certificate, if known, at the time the certificate is issued.

**INSPECTION FEES AND CHARGES** - All inspection fees and charges shall be paid by the vendor, who will be reimbursed by DPMA for the amount of the inspection charges, including traveling and per diem expenses of the grader, but not to exceed \$35.00 per 40,000(net cheese) pound carlot, applicable to cheese delivered. In the event of rejects, the total cost (exclusive of laboratory fees) of the inspection shall be prorated on the total number of vats tendered. The reimbursement to the vendor by DPMA will be the amount applicable to the vats accepted for delivery, plus laboratory fee.

BILLING - The vendor will be the applicant and will be billed by the grading office for the grading on a vat or time basis, whichever is the more equitable, plus subsistence and transportation, if any, incurred by the grader. The laboratory will bill for the laboratory analyses. The certificate should show statement to the effect that the laboratory fee will be collected by the laboratory.

GRADERS' MEMORANDA - The graders memoranda must be complete and show all necessary information in detail, including breakdown of grades, type of boxes, and if more than one type of container, show total number of each, according to grades of cheese. The original and two copies should be sent to the office typing the certificate and one copy should be left at the warehouse or plant where the cheese is graded. The office typing the certificate will retain one copy for their file, attach one copy to certificate for Washington office, and attach one copy to original certificate which vendor will transmit to DPMA.

CERTIFICATES - Certificates should be prepared and mailed to vendors promptly. Prepare original and 5 copies and distribute as follows: Original and two copies to vendor, one copy to Washington office, one copy to the supervisor of cheese grading in your area, and retain one copy for office file.

13. Government

